

DEPARTMENT OF HUMAN SERVICES

GOVERNOR

COMMISSIONER

Executive Assistant

State Board of Institutional Trustees

Federal Liaison

Legal Affairs Liaison

Legislative Liaison

Public Information Liaison

Deputy Commissioner

Asst. Commissioner Management and Budget

Deputy Commissioner

Personnel

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JINS

ORIGINAL

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FUNCTIONS OF THE DEPARTMENT

The Department of Human Services administers most of the State's Social Services programs, institutions and agencies, including the administration of federal funds appropriated to all of these services. Under its jurisdiction are the State's residential facilities, the State's psychiatric hospitals, as well as community mental health services and centers; state schools, day care training centers and field services for the retarded and homes for veterans.

Also under its jurisdiction are Medical Assistance and Health Services (Medicaid), Public Welfare and public assistance services, which include Aid to Families with Dependent Children, administered by County Welfare Boards, Assistance to Families of the Working Poor, Medical Assistance for the Aged, and the Food Stamp Program; Youth and Family Services which provides adoption and foster care placement for children, protective services for abused, abandoned or neglected children, family counseling, day care services, residential and institutional care and parole supervision for certain juveniles.

Among the Department's special agencies and programs are the Commission for the Blind and Visually Impaired; Foster Grandparent Program; Veterans' Services; Office of Special Services; and special consultant services to the Department's institutions and agencies in the fields of medicine, psychology and dentistry.

OFFICE OF THE COMMISSIONER

Public Information Liaison

Disseminates information relating to the Department's services, programs and activities to the news media, the general public, other agencies of government, community, professional and educational organizations; prepares Departmental reports, maintains a clipping service, provides photographic services; acts as technical consultant in the graphic arts for Division and institutional events and needs, and arranges exhibits at public functions.

Legal Affairs Liaison

This unit serves to provide statutory and program analysis to assist the Department of Human Services in meeting its mandates.

Legislative Liaison

This section directs its concern toward federal and state legislative activity that is relevant to the Department's mission.

Federal Liaison

This unit directs its concern toward federal program activity that is relevant to the Department's programs.

OFFICE OF THE DEPUTY COMMISSIONER

Commission for the Blind and Visually Impaired

The New Jersey Commission for the Blind and Visually Impaired makes available to young and old, rich and poor, blind and partial-seeing, a combination of expert services. These encompass counseling, medical treatment, education, training and job placement. The Commission pursues a continuous policy of planning and development to meet the changing needs of blind children and adults; and by means of its broad program, is the only state agency with the experience and ability to assist those who are blind or have impaired sight. Some of the major areas in which the Commission accomplishes its goals are Eye Health Services; Educational Services; Vocational Rehabilitation; Rehabilitation Center; Contract Workshops; Home Services-Home Teaching; Home Industries; Vending Stands; and selected other services.

It operates the only Rehabilitation Center for the Blind in the State of New Jersey, where visually handicapped individuals are taught mobility, communications and self-care. In addition, programs are offered to prepare individuals for employment commensurate with their interests and abilities.

Human Services Planning Unit

Responsible for the development and publication of the annual Comprehensive Social Services Plan under Title XX of the Social Security Act. The Unit works with a 50-member Statewide Title XX Advisory Committee and 19 County Human Services Coalitions in developing the plan. It is also responsible for social services needs assessment, the Rutgers University Manpower Training Study, and for review and comment on federal regulations regarding social services.

Division of Medical Assistance and Health Services

Medicaid is a joint federal-state program that provides for the medical needs of over 600,000 of New Jersey's poor people. The program's goal is to make health care readily available to many of those unable to pay for it.

People eligible for Medicaid include families with dependent children and families of the working poor who are eligible for or receive public assistance through the County Welfare Board; the aged, blind and disabled who are eligible

for or receive federal Supplemental Security Income; children in foster care or in private adoption agencies; indigent persons in long term care facilities; poor people in state psychiatric hospitals; and those eligible for the federal Cuban and Vietnamese Refugee programs.

Medicaid is financed 50-50 by the state and federal government and has operated in New Jersey since January 1, 1970. The program pays claims for a full range of medical care and health services, from eyeglasses to hospital care, to approved providers who have agreed to accept the established Medicaid rates as payment in full for their services.

The Medicaid program is administered through the Division of Medical Assistance and Health Services within the Department of Human Services. The Division maintains a central office in Trenton with a medical and administrative staff, and 16 local offices established around the state to maintain local liaison with providers, recipients and other local and field agencies.

Division of Public Welfare

The Division of Public Welfare is charged with the State's responsibilities for administration of the several public assistance programs. Programs under the Division's jurisdiction include Aid to Families with Dependent Children, administered by County Welfare Agencies under direct state supervision with major financing from federal, state and local funds; assistance to the Families of the Working Poor, administered by County Welfare Agencies and financed from state and local funds; Medicaid eligibility determinations for persons who desire medical assistance only; and General Assistance, administered by individual municipalities under a limited degree of state supervision. The Division also has responsibility for supervision of the Cuban and Indochinese Refugee Assistance programs, which are entirely federally funded and administered by County Welfare Agencies, and of administration of the Food Stamp program.

Also under the administration of the Division are: Staff development and training activities; the processes for arranging and conducting fair hearings for applicants and recipients of assistance; the determination of eligibility for institutional assistance of individuals aged 65 and over and children under 22 in psychiatric hospitals as well as medical-surgical coverage of certain patients in such facilities and for residents in the State Schools for Retarded; the Child Support Program, which is responsible for the enforcement of the support obligations of absent parents; the promotion of programs for the winterization of client-owned homes; implementation of the various administrative procedures necessary to ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964; and the review of all legal documents relating to the processing of non-profit and charitable incorporations under New Jersey Statute Title 15, which is a responsibility of the Commissioner of the Department of Human Services. Additionally, through its Bureau of Quality Control, the Division reviews a randomly selected number of cases in the AFDC, Food Stamp, General Assistance, Medical Assistance and SSI programs in order to determine the effectiveness of the administration of these programs.

Division of Youth and Family Services

The Division of Youth and Family Services serves as the State's comprehensive social service agency for children and families in New Jersey. With responsibility for more than 50,000 children under state supervision, it provides adoption and foster care placement; protective services for abused, abandoned and neglected children; casework, counseling and tangible services to families in the home; day care services; residential and institutional care; and parole supervision for certain juveniles.

The Division's primary goal is to preserve and strengthen the basic family unit by providing a wide range of supportive and reinforcing services designed to encourage and maintain family stability and self sufficiency.

OFFICE OF THE ASSISTANT COMMISSIONER - MANAGEMENT AND BUDGET

Support Services

Responsible for coordinating capital construction projects, space leasing vehicle operations, insurance, and communications required by the Department's offices and institutions and serves as liaison to the various divisions in the Department of the Treasury. It is also responsible for dietary, laundry and household services in the institutions, farm operations and office services including printshop, mail, stenographic pool, file room and supply.

Office of the Comptroller

Responsible for accounting and financial systems throughout the Department. The Bureau of Collections and Adjustments, the Bureau of Accounts, the Cost Studies Unit, the Internal Audit Unit, and the Contract Administration Office all report directly to the Comptroller.

Human Services Data Center

Provides centralized data processing support for the Department of Human Services.

Program Evaluation

Program review and evaluation is the prime function of this unit. Analysis of present and proposed program relative to their meeting the Departmental mission is under constant review by this unit.

Capital Planning

This section is responsible to develop the Department's needs relative to capital planning to assure a coordinated, humane, efficient and prospective development of its resources.

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Management System and Procedure

This section is charged to review, analyze and recommend changes to enable further economics of finance and activity within the Department of Human Services.

Budget Planning

Preparation, coordination and finalization of the Department's budget is the primary function of this unit.

OFFICE OF THE DEPUTY COMMISSIONER

Health Care Consultants

Office of the Chief Medical Consultant

Office of the Chief Psychology Consultant

Office of the Director of Dentistry

These Consultants coordinate and integrate the activities in their respective fields for the Department's operating divisions and its institutions.

Bureau of Personnel Services and Employee Relations

Coordinates and stimulates recruitment of personnel for the Department and its institutions, aids the Civil Service Department in formulating training programs, directs in-service training projects, and handles employee grievances.

Office of Special Services and Projects

This office is charged with the responsibility of providing professional coordination, evaluation and guidelines to Volunteer Service and Institutional Chaplaincy programs in the Department. The Director is responsible for the selection process for Chaplaincy personnel, and for maintaining liaison with other State Chaplaincy programs. This office also provides assistance to community persons and organizations desiring to provide volunteer or religious services to institutions and serves as a referral point for community involvement. Staff provides information and awareness programs to community groups upon request.

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Division of Mental Health and Hospitals

The Division of Mental Health administers four State psychiatric hospitals for the care and treatment of the mentally ill, plus a child residential treatment center and a special facility for geriatric patients; aids in the development of community mental health centers; provides state funding for mental health clinics and a variety of transitional services in the community, including review and evaluation of such services. Also provides special training for professional and paramedical personnel, and conducts a psychiatric residency training program for physicians.

Division of Mental Retardation

The Division of Mental Retardation is responsible for the administration and operation of the State's eight residential facilities, and the provision of other functional services for the retarded, including purchase of residential care, day training and care activity centers, research, guardianship protection and a broad spectrum of regional social services, including non-residential supervision.

Division of Veterans' Programs

This Division has administrative responsibilities for the Vineland Soldiers Home, Menlo Park Soldiers Home and the Bureau of Veterans Services.

In addition, the Division is developing a comprehensive plan for the expansion of the Vineland and Menlo Park facilities, is analyzing the State's use of the available federal programs and funds for Veterans' Services, and is making a concerted effort to help veterans in the county jails and state prison system.

The Bureau of Veterans' Services assists and counsels veterans on all state and federal benefits to which they may be entitled; administers the New Jersey War Orphans Educational Act and the New Jersey Disabled Veterans' Pension Act; conducts social background investigations on applicants to Menlo Park and Vineland Soldiers Home. The Bureau also maintains 16 field offices which, in addition to the preceding activities, maintain liaison with all municipal and governmental agencies in the State of New Jersey.

JINS Task Force

Responsibility for oversight and planning the implementation of the State Juvenile Code under which youngsters are returned to their own or substitute homes while awaiting court action.

Affirmative Action

Assures that all personnel function activities are consistent with federal and state mandates regarding affirmative action.

Labor Relations

This unit has responsibility to coordinate all of the Department's labor relations activity.